NOTICE OF REQUEST FOR QUALIFICATIONS

Issue Date: 03/25/2020

RFQ Title: University Area CDC Harvest Hope Cultural Campus

Issuing Department:
University Area CDC
14013 N. 22nd Street
Tampa, FL 33613
Phone: (813) 558-5212
Fax: (813) 558-5219
Introduction

The University Area Community Development Corporation, Inc. (UACDC) is soliciting a Request for Qualification (RFQ) from qualified businesses to perform preliminary research, planning, and schematic design for the Harvest Hope Cultural Campus, located at 1916 & 1920 E 136 Ave, Tampa 33613. The UACDC received a Hillsborough County Affordable Housing Community Development Block Grant which will be used as the funding for the RFQ.

The UACDC will contract with a firm to implement the project scope outlined as well as serve in future projects funded through the program as needed. Firms interested in being considered should reply with a statement of qualifications no later than Wednesday April 8, 2020. Statements received after this deadline will not be considered.

After careful review and consideration, responding firms will be evaluated and ranked in order of their qualifications. Following the ranking of firms and reference calls the UACDC will enter into contract negotiations with the firm most highly qualified to perform the services described herein. The UACDC reserves the right to reject any and all submittals.

Project Overview

The University Area Community Development Corporation (UACDC) is a 501 C 3 non-profit serving the needs of the University Area Community, a minority majority community adjacent to the University of South Florida in Tampa, Florida (west central part of the state along the Gulf of Mexico). The organization was created in 1998 by the University of South Florida Area Community Civic Association (USFACCA) and several other community groups united in an effort to provide social services, education and job skills training for local residents at the community level within the community itself.

University Area CDC is a change agent fostering collaborations with community partners to address the needs of residents, families and businesses so they can take back the streets of the University Area Community where they can safely grow and prosper. We promise to be a beacon of hope and a safe-haven for those who need a voice. As fearless champions of University Area residents, we will empower them with the essential tools needed to attain better jobs, better health and better futures for their children. We’re doing more than making positive change in our community – we’re transforming the lives of generations to come.

The University Area CDC built a 7 acre park in the heart of the community for residents to have a place for their children to play and where community efficacy can be built. The Park is the catalyst for transformative change and serves as the beacon of hope for residents signaling that positive change is coming. Around the park, within a one mile radius, we are aggressively
building land and earmarking it for affordable housing through our land banking program (over 22 properties have been acquired).

The Harvest Hope Cultural Campus was created four years ago with the intention of replacing the current Harvest Hope Center at the 7 acre Harvest Hope Park, however community data has revealed that the community does not want to replace the existing Center. Through the organizations land banking program, two contiguous lots across the street were purchased as phase I of this project. Phase II of this project is the purchase of two additional lots that house three commercial buildings. CDBG funds would be used on the acquisition of the properties and buildings as well as site work and heavy community engagement. Phase III is the final phase of this project and will be the design, rehab and programing of these commercial buildings to host a collective of community partners offering services to low income residents living in the University Area Community. The mission of the Harvest Hope Cultural Campus is to serve as a navigational hub connecting community residents with anchored partners who are providing direct programing and services through a holistic approach.

The properties are currently zoned CG, Hillsborough County Land Development Code, Part 2.02.02 indicates that family support services and employment services are allowable under current CG zoning. Rezoning will not be required, however in Phase III there will need to be a variance or modification for the parking spaces requirement and any storm water requirements that are revealed after inspections and rehabilitation design and costs are solidified.

**Property Overview**

1916 E. 136th Ave – Building #1
- Built in 1975
- 2,139 SF
- Zoned Commercial Class

1920 E. 136th Ave – Building #2
- Built in 1972
- 798 SF
- Zoned Commercial Class

1920 E. 136th Ave – Building #3
- Built in 1977
- 6,180 SF
- Prefab Metal Building with two stories
- Zoned Commercial Class
**Required Minimum Qualifications**

The UACDC will only consider those Individuals or Firms who have documented prior work experience providing preliminary research, planning, and schematic design through certified architects, engineers and urban design experts.

To be evaluated for consideration under this RFQ the Required Minimum Qualifications are mandatory.

**Preferred Qualifications**

The UACDC prefers candidates to have previous experience working with urban communities on a variety of site design and rehab efforts. It is also recommended that the contracted firm have a history and/or background knowledge of working with Hillsborough County Affordable Housing/Zoning/Permitting/Planning.

Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) will be awarded 5 points on the evaluation form.

These qualifications are not required, but preferred. Lack of these qualifications does not immediately disqualify any candidate. The UACDC encourages all interested parties with minimum qualifications to submit an RFQ.

**Project Scope**

The UACDC has been awarded by the Hillsborough County Board of County Commissioners a Hillsborough County Affordable Housing Community Development Block Grant to provide preliminary research, planning, and schematic design for the Harvest Hope Cultural Campus. The contracted firm be contracted to do the following:

- Serve on the UACDC Project Team
- Work with UACDC to create a strategy for developing the properties at 1916 & 1920 E 136 Ave along with the adjacent properties to the North into the Harvest Hope Cultural Campus.
- Assess the feasibility of renovating the existing 3 buildings on the properties to become part of the Harvest Hope Cultural Campus:
  - Building 1 / 1920 E 136 Ave: 1-story, 2,592 sq ft, concrete block construction, built in 1975
  - Building 2 / 1916 E 136 Ave: 1-story, 798 sq ft, concrete block construction, built in 1972
- Building 3 / 1916 E 136 Ave: 2-story, 6180 sq ft, metal pre-fabricated building, built in 1977
- Provide Schematic Design for either the renovation of the 3 existing buildings described above, or new buildings of similar scale.
- Prepare a Conceptual Site Plan drawing for the Harvest Hope Cultural Campus including the following:
  - Proposed footprints and massing for either new or renovated buildings
  - Concept for sidewalks, hardscaping, landscaped areas and site features
  - Strategy for storm water and parking
- Meet with the county to discuss the proposed project, including neighborhood impacts, and receive feedback on how to advance the project.
- Submit pertinent information to the UACDC for their completion of reporting, quarterly reporting, and annual financial reporting.

The information gathered as part of this scope will inform a subsequent proposal to provide detailed technical drawings for bidding, permitting and construction.

**Selection of a Consultant**

The UACDC plans on hiring, at their discretion, a firm to perform the work outlined in this RFQ. The highest ranked firm will be asked to enter into an agreement with the UACDC to provide services. The selected firm will be knowledgeable and proficient in providing preliminary research, planning, and schematic design through certified architects, engineers and urban design experts.

The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE) program and project certification process, where applicable.

**Maximum Project Cost**

The budget for the scope of services included in this RFQ is limited to the funds provided through the Hillsborough County Community Development Block Grant, for a total of up to $49,816 over a period of 6 months. The firm will be required to complete all project requirements within the scope of these available funds. No additional funds are available for the project at this time and the UACDC’s total obligation to the firm shall in no event exceed the total amount of these funds.
Timeline

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<tr>
<th>Activity</th>
<th>To Be Completed By</th>
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<tr>
<td>RFQ Submissions Due</td>
<td>Wednesday March 25, 2020</td>
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<tr>
<td>RFQ Deadline</td>
<td>Wednesday, April 8, 2020</td>
</tr>
<tr>
<td>Notify Consultants</td>
<td>Thursday April 9, 2020</td>
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<tr>
<td>Negotiate Contract with Consultant(s)</td>
<td>Friday, April 10, 2020</td>
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RFQ Submission Procedures

Applicants must submit one original and two (2) copies of their RFQ by 04/08/2020 to the following address:

University Area CDC
C/O: Erica Nelson
14013 N. 22\textsuperscript{nd} Street
Tampa, FL 33613
Phone: (813) 558-5212
Fax: (813) 558-5219

All RFQs must be submitted directly to UACDC. Any RFQ not submitted directly to the UACDC will not be considered. Additionally, those submittals received after the closing deadline will not be considered and will be returned unopened to the sender.

Questions

Potential respondents should provide their email address and fax number to enelson@uacdc.org so that a distribution list for responses to all questions received can be generated. Questions concerning any aspect of this RFQ must be submitted in writing by email to Erica Nelson, at the email address listed above. All questions must be received by close of business on 04/01/2020. Replies will be issued no later than 3 PM on 04/03/2020.

Exhibits to RFQ

Exhibit A: Instructions for Statement of Qualifications
Exhibit B: Evaluation Form for Statement of Qualifications
Exhibit C: Harvest Hope Cultural Campus Map
EXHIBIT A

Instructions for Request for Qualifications

The RFQ information shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

Request for Qualifications Contents and Evaluation Criteria

Firm Identification and Background Information

1. Firm’s name, email address, business postal address, contact name, telephone and fax numbers

2. Federal I.D. number

3. Florida Tax I.D. number

4. The firm’s legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.

5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.

2. Provide a summary of previous experience of the firm working on other “like” projects in urban communities.

3. Include a description of the firm’s resources, including staff, equipment, and capital available for project use and deployment. Detail efforts made on previous projects to control costs.

Personnel
1. Identify the Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume.

2. Provide a description of the firm’s personnel with the qualifications necessary to complete the work in the contract program. The firm may subcontract or partner with other firms for personnel qualifications and experience. Include personnel name, title, years of experience, education and billable rate.

**References**

Include two (2) clients for whom the firm has provided services in the past three years. Provide the name, telephone number, and email address of a contact for each client and a brief description of the services provided.

**Required Attachments**

1. Firm’s Professional name and certifications/qualifications
2. Standard billable rates for project personnel
3. Firm’s current certificate of professional liability, malpractice, and errors and omissions insurance
4. Firm’s current certificate of general liability insurance
5. Firm’s Non-Collusion Affidavit
6. Firm’s Certificate of Personal Property Tax Affidavit (if applicable)
EXHIBIT B

Evaluation Form for Request for Qualifications

Name of Project: Harvest Hope Cultural Campus

Name of Individual/Firm: _______________________________________________________

Name of Evaluator(s): ___________________________________________________________________

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<thead>
<tr>
<th>Criteria</th>
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<td>Firm and/or Individual Qualifications</td>
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<td>Background and Experience on Similar Projects in Urban Communities</td>
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<td>Quality of Response</td>
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<td>Minority Business Enterprise or Women’s Business Enterprise (MBE/WBE)</td>
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Total Score = 64

Rating: 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior
EXHIBIT C

Harvest Hope Cultural Campus Map

Harvest Hope Cultural Campus

[Map of Harvest Hope Cultural Campus]